

United States
Environmental Protection Agency
Washington, DC 20460

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PROCUREMENT REQUEST/ORDER

1. Name of Originator JACK HARMON		2. Date of Requisition 05/27/03					
		3. Mail Code ERRD-RAB	4. Telephone Number (732) 906-6933				
5. Date Item Required ASAP		6. Signature of Originator					
7. Recommended Procurement Method <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Other than full and open competition <input type="checkbox"/> Sole source small purchase		8. Deliver To (Project Officer) Jack Harmon					
9. Address USEPA Region II 2890 Woodbridge Avenue Edison, N.J. 08837		10. Mail Code ERRD-RAB	11. Telephone Number (732) 321-4427				
12. Suggested Source (Name, Address, ZIP Code, Phone/Contact) Earth Tech 7870 Villa Park Drive, Suite 400 Richmond, Va		13. Amount of money committed is: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Original <input type="checkbox"/> Cancellation					
14. For Small Purchases Only: Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or \$100, whichever is less. <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Approvals					
a. Branch/ Office Richard Salks Chief, ERRD/RAB		b. Division/ Office George Petrou Director, ERRD					
c. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (Signature and phone number of Certifying Official) Esther Seabrook OPM		d. Property Management Officer/ Designee John Witherspoon Date 5/27/03					
e. Other (Specify)		Date					
16. Date of Order		17. Order Number					
18. Contract Number (if any)		19. Discount Terms					
20. FOB Point		21. Delivery to FOB Point by ON or before (Date)					
22. Person Taking Order/ Quote and Phone Number		23. Contractor (Name, address, ZIP Code)					
24. Type of Order <input type="checkbox"/> a. Purchase <input type="checkbox"/> b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 19) <input type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Confirming		Reference your quote (See block 22) Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.					
25. Schedule							
Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price (f)	Amount (g)	Quantity Accepted (h)
	Commit \$50,000 as stated in item 26 for CERCLA Removal action for the work necessary at the Bossert Manufacturing site, Utica, NY Site ID-S7. This amount brings the total committed for all contracts (sum of DCNs) to date to \$4,126,524 for mitigating contracting for this site. The total project ceiling is \$5,990,000. Funding authorized by an action memo dated 9/26/97 and a 5/21/03 verbal authorization for a 12 month exemption by William McCabe, DD/ERRD Contract No. 68-S2-99-08						
						Total \$	
26. Financial and Accounting Data							
Line	DCN (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO
1		03	T	2AD0E	50102D	2505	22
2							
3							
Amount		Site/Project (Max 8)		Cost Org/Code (Max 7)			
1	50000.00	02S7RV00		C003		439002	
2							
3							
27. United States of America By (Signature)				28. Typed Name and Phone of Contracting Officer		Phone	